

Subject: **More at Four Fiscal and Contract Manual Update**
Date: November 27, 2007
From: Jamie Woodlief
To: More at Four Administrators, More at Four Program Contacts, More at Four Fiscal Contacts

The *More at Four* Pre-Kindergarten Program Fiscal and Contract Manual provides guidelines to properly manage the financial, budget and contracting aspects of the program and provides reporting requirements for expenditures and reimbursements.

The version updated November 2007 (effective 2007-2008) is now available on More at Four website: **<http://www.osr.nc.gov>**. Please disseminate this manual as needed in your agency. Remember, the Audit Guidelines for 2006-07 are posted separately on the web site. Although revisions to the manual are summarized below, please review it in its entirety to update you with all requirements.

Summary of Changes:

1. Section 13 has been updated to include the most current Monitoring guidelines.
2. All Sections that include the Office of School Readiness website address have been updated.

If you have difficulty downloading any documents from the website, please call Jamie Woodlief at 919-981-5530. If you have questions about the manual, please call Tina Quiller-Morgan at 919-981-5308.
